



Governors Admission Policy for the Academic Year 2009 - 2010

The guiding principles of the school admission policy are, first, to enable as many children as possible to attend their parents' preferred school; second, to enable each school to serve its local community; third, to assist parents in planning their children's education; fourth, to ensure that all children are allocated a school place. Therefore, the aims of the admission criteria are –

- to be easy for parents and schools to understand and operate;
- to enable children, as far as possible, to attend their local school and thereby minimise long or difficult journeys to school;
- to enable siblings, as far as possible, to attend the same school;
- to promote high educational standards through curricular and pastoral continuity between schools serving the same catchment areas;
- to promote school involvement with the local community.

Admission Criteria

Hampshire County Council is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the County Council, after statutory consultations.

The County Council will consider first all those applications received by the published deadline of **midday on Friday 24 October 2008**. Late applications (i.e. those submitted after midday on 24 October 2008) will be considered after all on time applications unless exceptional circumstances merit earlier consideration. **Letters to parents offering a secondary school place will be sent by the County Council on 2 March 2009.**

The Published Admission Number (PAN) for Portchester Community School for 2009-2010 is 168.

For the main admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated preference will be allocated.

If the school is oversubscribed, places will be offered in the following priority order. Places for late applications will be allocated using the same criteria.

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.)
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that they attend the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living **within** the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of the preferred school and who will still be on roll at the time of the sibling's admission.
4. Children living **within** the catchment area of the school who live closest to the school, based on a straight line from school to the entrance of the property.
(See 'Distance measurement' paragraph for details.)

5. Children living **outside** the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit) on the roll of the preferred school and who will still be on roll at the time of the sibling's admission.
6. Children living **outside** the catchment area of the school who, at the time of application, attend one of the linked primary schools, namely: Castle Primary School, Northern Junior Community School, Red Barn Primary School and Wicor Primary School.
7. Children living **outside** the catchment area of the school who live closest to the school, based on a straight line from the school to the entrance to the property.
(See 'Distance measurement' paragraph for details.)

School Closure

In the event of a school closure, pupils from the closing school may be given a higher priority (for example this might include the child being treated as in-catchment) within the admission criteria for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with School Admissions Code and will be published at the time for the specific schools affected by a particular closure.

Siblings

Criteria 3 and 5 includes children who at the time of application have a sibling for whom the offer of a Place at the preferred school has been accepted, even if the sibling is not yet attending.

Distance measurement

If the school is oversubscribed from **within** any of the above categories, the distance criterion (see 4 and 7 above) will be used to prioritise applications. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school brochure. Where straight line distance is used, Hampshire County Council's Geographic Information Systems (GIS) will be used to confirm the order of applicants. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

Multiple births

If the last pupil to be offered a place within the school's PAN is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

Pupils with statements of special educational needs

The governors will admit any pupil whose final statement of special educational needs names the school.

In-Year Fair Access placements by the Local Authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the protocol approved by the Admission Forum, based on government guidance. If an admission raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

Waiting list

When all available places have been allocated, schools will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

Other Information

An Open Evening is held annually early in the Autumn Term for parents who wish to find out more about the school, to see the facilities and students and staff at work.

Parents of all students due to transfer to Secondary School receive a booklet prepared by the Local Authority Admissions Team which outlines the provision for Secondary Education in the area and the procedure for making applications. Parents wishing to enrol their child other than at the transfer stage should telephone the school (023 92 364399), to make an appointment to see the Deputy Headteacher.

Home to School Transport

Children qualify for free transport from home to school if:

- the distance from home to school - measured by the shortest practicable walking route - is more than 3 miles.

AND

- they attend their designated school, or a school nearer to home, or a school named by the Authority because the designated school is full,

Children do not qualify for free transport from home to school if:

- they attend a school which is not the designated school and which is further away from home than the designated school, (unless the school has been identified by the authority because the designated school is full).
- If parents name a school other than the designated one as their first preference, are unsuccessful in the application, and then do not get a place at their designated school.

Parents will have had the opportunity of a place at their designated school, including the entitlement of free transport, and will have made the decision not to take up this opportunity, so foregoing the entitlement of free transport.

Parents are responsible for their child's attendance at school, whether or not transport is provided.

Note: A child's "designated school" means the school which serves a designated geographical catchment area which includes the child's home address.

Legislation

This policy takes account of all relevant legislation including the Education Act 2002, the School Standards and Framework Act 1998, legislation on sex discrimination, race relations and disability, together with all relevant regulations and advice in the Code of Practice on Admissions (DfES 2006).